

BYLAWS

ENLOE MEDICAL CENTER VOLUNTEERS

ARTICLE I

Name

The name of this organization shall be Enloe Medical Center Volunteers. ("EMC Volunteers")

ARTICLE II

Mission Statement

The mission of the EMC Volunteers is to enhance patient care and visitor satisfaction by providing the community with meaningful opportunities that support hospital programs, projects, and services.

ARTICLE III

Volunteer Placement

EMC Volunteers, including the EMC Volunteers Board, shall be open to all persons, irregardless of sex, race, religion, color, national origin, ancestry, age, medical condition, physical disability, mental disability, marital status, or any other characteristic protected by state or federal law who are interested in donating volunteer service to Enloe Medical Center for charitable reasons, without contemplation of compensation, benefits, or future employment. Applications for volunteer placement shall be submitted to the EMC Volunteer Services Department where they will be processed according to the "New Volunteer Application Process".

Volunteer placements are organized through classifications of job group, volunteer type, and person type. Classifications help determine a volunteer's scope of service, intake procedures, and ongoing compliance standards.

ARTICLE IV

The EMC Volunteers Board Action

Section 1

EMC Volunteers Board is an advisory Board and all actions of the EMC Volunteers Board are subject to the approval of the governing board of Enloe Medical Center.

Section 2

Regular meetings of the Board shall be held ten (10) times each year at a time and place designated by the Board and/or the President, unless otherwise established by the Board.

Section 3

Special meetings of the Board may be called by the President or as requested in writing by five (5) or more Board members with 48 hours prior notice. The time and place of meetings shall be determined by the President or other Board members.

Section 4

A Quorum shall consist of a majority of the Board Members. A quorum shall be necessary for the transaction of business. In the absence of a quorum, the meeting shall be adjourned. No member shall be entitled to vote by proxy, however, a vote by e-mail may be taken by the

President on one (1) motion only in any single e-mail. The e-mail vote shall be printed and attached to the Minutes of the month in which it was taken.

Section 5

Each Board member shall have one vote when transacting business of the Board.

Section 6

Minutes of Meetings-The President of the Board shall ensure that Minutes of each Board Meeting are kept permanently. The Board shall certify to the accuracy of Minutes of all meetings. These records shall be kept in the Volunteer Services Department, and shall be available for inspection by any EMC volunteer during regular office hours.

Section 7

Attendance - Board members who are unable to perform the duties of their office or are absent without cause from more than three (3) consecutive meetings may be notified and automatically dropped from the Board.

Section 8

The Nominating Committee shall nominate, for Board approval, any Board members to fill un-expired terms occurring between Annual Meetings when not otherwise provided for in the Bylaws, except the office of President which shall be filled by the President-Elect.

Section 9

In all matters not covered by the Bylaws, the EMC Volunteers shall be governed by Sturgis' Standard Codes of Parliamentary Procedure.

ARTICLE V Board Members

Section 1

EMC Volunteers Board shall consist of the following positions:

President, President-Elect, Vice-President Recruitment, Vice-President Gift Shop, Vice President Special Events, Vice-President Finance, and two Members-at-Large. The Vice-President/Executive Officer of Enloe Foundation, and the Director of Volunteers Services, shall serve on the Board in an ex-officio capacity.

The duties of Board members are found in the Enloe Medical Center Volunteer Services Department.

Section 2

Qualifications-At election, Board members must be a current volunteer in good standing with six months experience or have a positive previous and/or current relationship with Enloe Medical Center.

Section 3

Term of Office – Board members for the EMC Volunteers shall be elected to serve a board position for a term of one-year, and may be re-elected for an additional term of one-year. After

election for two successive terms, re-election may be allowed if the Board determines the extension of a Board member's service is necessary for the overall good of the organization.

Section 4

Election and installation of Board members shall be held at the Annual Meeting. Board members shall take office on the first day of the month following the annual meeting.

Section 5

Attendance - All EMC Volunteers Board members shall attend regular and special Board meetings.

ARTICLE VI
Meetings of the EMC Volunteers

Section 1

Meetings – The Board shall convene a minimum of three (3) general meetings of the EMC Volunteers each year. Additional special meetings may be called by the Board when deemed necessary. The meeting held in June shall typically be designated as the Annual Meeting; however, the Board may designate any other meeting to be the Annual Meeting.

Section 2

The time and place of the meetings are determined by the President or Board.

Section 3

Notice - At least two (2) weeks written notice shall be given before any general or special meeting.

Section 4.

A majority of those in attendance at the Meetings will constitute a passing vote for any business requiring approval of volunteers.

ARTICLE VII
Election of Board Members

Section 1

The Nominating Committee shall consist of five (5) volunteers:

- a. The President-Elect and the Vice-President Recruitment shall be Co-Chairs of this committee.
- b. Three (3) additional EMC volunteers shall be selected by the Co-Chairs and approved by the Board.

Section 2

- a. The Nominating Committee shall meet to establish the slate of candidates for the ensuing year. This slate shall be presented to the Board no later than the May meeting for approval and recommendation to the volunteers. The slate of nominees shall be presented to the volunteers at least three (3) weeks prior to the Annual Meeting.

- b. Member Nominations - EMC Volunteers may also nominate candidates for Board offices by filing with the President-Elect or the Vice-President Recruitment, no later than fifteen (15) days prior to the Annual Meeting, a written request signed by at least ten (10) active EMC Volunteers containing the name(s) of their nominee(s), with evidence of the nominee's approval.
- c. Volunteers will vote at the Annual Meeting on the slate of Board members or on the ballot, in the event of more than one person running for a position.
- d. A vote of the majority of those in attendance at the Annual Meeting will constitute a passing vote for the slate of Board members.
- e. Installation will take place at the Annual Meeting after the election.
- f. Approved slate will be forwarded to the EMC Board of Trustees for final ratification.

ARTICLE VIII

Ad Hoc Special Committees

Section 1

The Board may create or dissolve any Ad Hoc Special Committee and appoint its Chair, as needed by the EMC Volunteers. The Chair of an Ad Hoc Special Committee shall be appointed by the President as a non-voting member for the duration of special projects and shall attend board meetings at the request of the President. The President may also disband the Committee if no longer needed.

Section 2

Ad Hoc Special Committee Chairs, with the approval of the President, shall appoint the members of their committee except as otherwise directed in the Bylaws.

Section 3

Committee Report - The Chair of each Ad Hoc Special Committee shall be responsible for making a summary report at Board meetings as requested by the President or the Board.

ARTICLE IX

Funds

Section 1

All fund-raising activities shall be subject to approval of the Enloe Medical Center governing board, or its representative, and the Board of the EMC Volunteers.

Section 2

The proceeds from all EMC Volunteers fund-raising shall be expended only for the purposes approved by the Enloe Medical Center governing board or its representative, and the Board of the EMC Volunteers.

Section 3

All documents made, accepted, or executed by the EMC Volunteers shall be signed by the President or the President's representative with the approval of the Board.

Section 4

All checks drawn against funds of the EMC Volunteers shall be signed by two (2) of the following: Vice-President Finance, President, President-Elect, and/or the Director of Volunteer Services. All bank accounts and signature authority approval of the EMC Volunteers shall be established by resolution of the governing board of the Enloe Medical Center.

ARTICLE X

Fiscal Year

The fiscal year of the EMC Volunteers shall commence on July 1, and shall end on June 30 the following year.

ARTICLE XI

Amendments

Bylaws of the EMC Volunteers may be altered, repealed or amended by the affirmative vote of two-thirds of all Board members. These members must be present at a Board meeting where such alternatives, repeals or amendments are presented. No amendment to the Bylaws of the EMC Volunteers shall be effective until the same has been approved by the governing board of the Enloe Medical Center. The Bylaws are to be reviewed at least every two years by a committee chaired by the President-Elect.

ARTICLE XII

Dissolution

EMC Volunteers does not contemplate pecuniary gain or profit to the members thereof, and it is organized solely for non-profit purposes. Upon the liquidation, dissolution or abandonment of the EMC Volunteers, the remaining assets shall be distributed to The EMC Foundation, which has charitable purposes and which has established tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code.

Bylaws Revised: 2002, 1/29/02, 1/26/04, 4/25/05, 10/28/05, 1/18/06, 5/2009, and 8/2010

BYLAWS CERTIFICATE

The undersigned hereby certifies:

1. Said person is duly elected President-Elect of the Enloe Medical Center Volunteers as prescribed by Article VII, Section 2, and:
2. That the foregoing Bylaws constitute the Bylaws of the Enloe Medical Center Volunteers.

I have subscribed my name this 1st day of October, 2010.

Donna Greenberg

President, Enloe Medical Center Volunteers

The undersigned hereby certifies:

1. Said person is duly elected Secretary of the Enloe Medical Center Board of Trustees.
2. That the foregoing Bylaws constitute the Bylaws of the Enloe Medical Center Volunteers.

I have subscribed my name this 30 day of September, 2010.

Stephen Pawa

Secretary, Enloe Medical Center Board of Trustees